

## **INSTRUCTIONS FOR FILING AN APPLICATION FOR A GROUND WATER WITHDRAWAL PROJECT IN THE DELAWARE RIVER BASIN**

If you need assistance, call the Project Review Branch - (609) 883-9500, extensions 264 or 303,  
or refer to the DRBC website at <http://www.nj.gov/drbc/>

### **Introduction**

- State and federal laws in the Delaware River Basin require that no well water project involving an average withdrawal of more than 100,000 gallons per day (gpd) during any calendar month shall be undertaken without approval by the Delaware River Basin Commission (DRBC). In addition, Resolution No. 80-18 requires that new or expanded well water projects located within the delineated “**Ground Water Protected Area**” involving an average withdrawal of more than 10,000 gpd from a well or group of wells operated as a system are required to obtain a Protected Area Permit.
- The DRBC has Administrative Agreements with the Commonwealth of Pennsylvania and the States of Delaware, New Jersey and New York. Each has unique filing requirements which must be met in addition to requirements of the DRBC.

### **DRBC APPLICATIONS SHALL INCLUDE THE FOLLOWING:**

1. Application Form: The attached DRBC application form should be completed.
2. “Applicant’s Statement - Project Review Fee” form should be completed and submitted with appropriate fee for all 3.8 applications. (Please note: applications submitted by government agencies are no longer exempt from fee.)
3. Water Conservation Plan: If required (refer to Page 3)
4. A copy of the well registration form(s) sent to the appropriate state/commonwealth agency. (A well registration form must be filled out for each well and sent to the state/commonwealth agency listed on Page 2 if not previously registered.) Send the original registration form to the state/commonwealth agency; include only copies in the application to DRBC.

Mail completed application package to the following address:

**DELAWARE RIVER BASIN COMMISSION**  
P. O. Box 7360  
25 State Police Drive  
West Trenton, NJ 08628-0360

### **STATE/COMMONWEALTH REGULATORY AGENCIES**

Please contact the appropriate state/commonwealth agency to inquire as to what permits are necessary for the project withdrawal.

#### **DELAWARE:**

Delaware Dept. of Natural Resources and  
Environmental Control  
89 Kings Highway  
Dover, Delaware 19901  
(302) 739-4793

#### **NEW JERSEY:**

New Jersey Dept. of Environmental Protection  
Division of Water Resources, Bureau of  
Water Allocation  
P.O. Box 426  
Trenton, New Jersey 08625  
(609) 292-2957

## NEW YORK:

New York State Department of Environmental Conservation (NYSDEC) Regional Offices serving the Delaware Basin are as follows:

Region 3 (Orange, Sullivan, Ulster counties): (914) 256-3054  
21 South Putt Corners Road, New Paltz, New York 12561

Region 4 (Delaware, Scholarie counties): (518) 357-2069  
Route 10, Stamford, New York 12167

Region 7 (Broome, Chenango counties): (315) 426-7400  
615 Area Boulevard West, Syracuse, New York 13204-2400

## PENNSYLVANIA:

All applications for public water supply withdrawal projects located in the Commonwealth should be submitted to the appropriate regional office of the Pennsylvania Department of Environmental Protection (DEP):

Southeast Regional Office (Bucks, Chester, Delaware, Montgomery, Philadelphia counties): (610) 832-6000  
Suite 6010, Lee Park, 555 North Lane, Conshohocken, Pennsylvania 19428

Northeast Regional Office (Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Wayne counties): (717) 826-2525  
2 Public Square, Wilkes-Barre, Pennsylvania 18711-0790

Southcentral Regional Office (Berks, Lancaster, Lebanon counties): (717) 705-4707  
909 Elmerton Avenue, Harrisburg, Pennsylvania 17110-8200

## **GROUND WATER PROTECTED AREA (Southeastern Pennsylvania)**

This application is appropriate for projects located within the Ground Water Protected Area (GWPA) of Southeastern Pennsylvania. Counties included in the GWPA are as follows:

Berks (Douglass, Hereford, Union Townships only)  
Bucks (see Regulations for specific municipalities)  
Chester (see Regulations for specific municipalities)  
Lehigh (Lower Milford Township only)  
Montgomery (All of the area within the county boundary)

For specific GWPA regulations or information, call (609) 883-9500, extension 303, or refer to the DRBC website at <http://www.nj.gov/drbc/gwpapage.htm>

## **WHERE TO SUBMIT STATE/COMMONWEALTH WELL REGISTRATION FORMS:**

### Pennsylvania

Pennsylvania Well Registration Form  
Pennsylvania Dept. of Environmental Protection  
Division of Water Planning & Allocation  
P.O. Box 8555  
Harrisburg, Pennsylvania 17105-8555  
(717) 772-4048

### Delaware

Delaware Dept. of Natural Resources and  
Environmental Control  
Water Supply Section, Water Resources Division  
89 Kings Highway  
Dover, Delaware 19901  
(302) 739-4793

### New Jersey

New Jersey Well Permits & Records Form  
New Jersey Dept. of Environmental Protection  
Bureau of Water Allocation, P.O. Box CN-029  
Trenton, New Jersey 08625  
(609) 292-0604

### New York

New York Well Data Form  
New York State Dept. of Environmental Conservation  
Room 301, 50 Wolf Road  
Albany, New York 12233  
(518) 457-1254

## **Water Conservation Plan Minimum Components**

**ALL PURVEYORS SEEKING DRBC APPROVAL FOR NEW OR EXPANDED WATER WITHDRAWALS MUST INCLUDE A WATER CONSERVATION PLAN, ADDRESSING THE FOLLOWING COMPONENTS:**

### Source Metering (No. 86-12, amended by Resolution No. 2001-8)

- Meter type/method
- Meter reading and recording procedure
- Meter calibration, maintenance, and replacement schedule

### Service Metering (No. 87-7 Revised, amended by Resolution No. 2001-8)

- Confirm all connections metered. If not, include schedule for 100% service metering
- Meter types
- Meter reading and recording procedure
- Meter calibration, maintenance, and replacement schedule
- Water rate schedule (is billing based on metered usage?)
- \*Purveyor program to provide residential customers with information on
  - savings available through water conservation;
  - different methods of residential water conservation; and
  - availability of water conservation devices.

### Leak Detection & Repair (LD&R) (No. 87-6 Revised)

- Completed Plan or Executive Summary (Pennsylvania Applicants may substitute an LD&R Compliance Report)

### Water Conservation Performance Standards (No. 88-2 Rev. No. 2)

- Status of municipal regulations in applicant's service area. (Pennsylvania only)
- Adopted policy to certify or verify that "no new service connections shall be made to newly constructed premises with plumbing fixtures and fittings that do not comply with water conservation performance standards contained in Resolution No. 88-2 (Revision No. 2)."

**PURVEYORS WITHDRAWING 1 MGD OR MORE (NEW OR EXPANDED WITHDRAWALS) SHALL ALSO INCLUDE THE FOLLOWING:**

### Water Conservation (No. 81-9)

- Provision of information on the availability of water-conserving devices and procedures.
- A contingency plan including use priorities and emergency conservation measures to be instituted in the event of a drought or other water shortage condition.

Retail Water Pricing (No. 92-2) (This requirement is waived if the purveyor either documents it has adopted a water conserving pricing structure or is in the process of implementing such a pricing structure in accordance with a Commission schedule or a schedule established by the appropriate state public utilities commission.)

- An evaluation of the feasibility of implementing a water conservation pricing structure and billing program. The evaluation shall, at a minimum, consider:
  - The potential change in the quantity of water demanded for customer classes and their end uses of water during both peak and non-peak periods stemming from alternative water conservation pricing structures;
  - The potential revenue effects of the alternative pricing structures;
  - Any legal or institutional changes necessary or desirable to implement a water conservation pricing structure; and
  - How conservation pricing could be coordinated with other conservation programs and measures to reduce both average and peak water use.

\* Recommended

**DELAWARE RIVER BASIN COMMISSION**

P. O. Box 7360  
West Trenton, NJ 08628-0360  
(609) 883-9500 (Ext. 303)

Pursuant to the Delaware River Basin Compact and the Rules of Practice and Procedure of the DRBC, application is hereby made for review of the project described below:

1. General Information: (please print or type)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Representing Attorney Name, if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

2. Affidavit:

State or Commonwealth of \_\_\_\_\_

County of \_\_\_\_\_. I, \_\_\_\_\_

being duly sworn, according to law, depose and say that I (am the applicant) (am an official or officer of the applicant) (have the authority to make this application) and that the plans, reports and documents submitted as part of the application are true and correct to the best of my knowledge and belief.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Notary Public\*

\_\_\_\_\_  
Signature of Responsible Official

\*Applications for withdrawal for agricultural irrigation are not required to be notarized.

***"APPLICANT'S STATEMENT - PROJECT REVIEW FEE" form** should be completed and submitted with appropriate fee for all Section 3.8 and Article 10 applications. (Government agencies are no longer exempt from fee.)*

3. Description of Project:

(Attach information required by Section 2-3 of the Rules of Practice and Procedure)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Water Conservation Plan Applicable. . . . . [ ]      Enclosed per attached directions. . . . .[ ]

5. Consultant Information

Name of Engineer/Geologist: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Consultant \_\_\_\_\_

Engineer/Geologist/Hydrogeologist Seal

6. Project identification and location of proposed withdrawal(s):

Well Number(s) \_\_\_\_\_

Municipality \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_

7. Well Location Information\*

Well Designation	Latitude	Longitude	Elevation (ft.)**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* Copy and attach additional pages if necessary

\*\* Elevation of reference point, such as the top of well-casing, in ft. Include reference datum.

Attach map (preferably USGS Quadrangle) indicating location of proposed well(s) and all existing project water sources, including: wells, surface water intakes, and interconnections.

8. Physical description of location; refer to established landmarks such as roads and streams.

9. Estimated cost of proposed project, including design: \_\_\_\_\_

10. Present average water use:

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
<b>Total Water Use</b>						

\*mgd = million gallons per day

\*\*Consumptive use is water withdrawn that is not returned to the surface or ground waters.

11. Projected average water use (10 years from application date):

Water Use	Service Connections	Self-Supplied Ground	Self-Supplied Surface	Other Sources	Total	Estimated** Consumptive Use (%)
		mgd*	mgd*	mgd*	mgd*	
Domestic Supply						
Commercial						
Industrial Process						
Industrial Cooling						
Irrigation						
Other _____ (please specify)						
<b>Total Water Use</b>						

12. Purpose of proposed withdrawal(s):

\_\_\_\_\_;

If the well is a replacement, provide the reason the existing well is being replaced: \_\_\_\_\_

\_\_\_\_\_

13. Requested allocation from proposed well(s):

Proposed Well No. \_\_\_\_\_ - \_\_\_\_\_ mg/30

Proposed Well No. \_\_\_\_\_ - \_\_\_\_\_ mg/30

Proposed Well No. \_\_\_\_\_ - \_\_\_\_\_ mg/30

Proposed Well No. \_\_\_\_\_ - \_\_\_\_\_ mg/30

Total requested withdrawal from all project wells - \_\_\_\_\_ mg/30



14. Establish the need for requested allocation:

Total Project Water Demand	Existing/Current Use	Projected Demand (Year* _____)
Water Demand, Average	_____ mgd _____ mg/30	_____ mgd _____ mg/30
Water Demand, Maximum	_____ mgd _____ mg/30	_____ mgd _____ mg/30
Population Served (Public Supplies)	_____	_____

\* Projected Demand Year should be 10 years from application date.

System Storage: \_\_\_\_\_ mg, \_\_\_\_\_ days supply.

Additional Information

- a. If application regards irrigation of a golf course, the applicant should refer to the attached Water Conservation Guidelines for Golf Courses, and the applicant should submit an operating plan that addresses the components outlined therein. Additionally, the following information should be provided:

Total **property** acreage \_\_\_\_\_ acres. No. Holes \_\_\_\_\_

Acreage to be **irrigated**:

Fairways \_\_\_\_\_ acres.

Tees \_\_\_\_\_ acres.

Greens \_\_\_\_\_ acres.

Other\* \_\_\_\_\_ acres.

Describe method\*\* for estimating irrigated acreage:

\_\_\_\_\_

\* Other includes any other irrigated area, for example rough surrounding fairways and greens.

\*\* The acreage to be irrigated must be an accurately represented area, and should reflect only those areas that are contained within the irrigation system.

- b. If the use is agricultural, provide a description of the type of crop and the Agricultural Extension Service water requirement recommendations: \_\_\_\_\_ inches/year.

Type of crop(s): \_\_\_\_\_

- c. If application regards industrial water use, provide a description of the breakdown of water use, including percentages for cooling/non-contact cooling, process, sanitary, etc.: \_\_\_\_\_

\_\_\_\_\_

15. Existing and/or proposed interconnections and their capacities.

Name of Interconnecting Purveyor	Interconnection Capacity (mgd)	Annual Average Use (mgd)	Maximum Monthly Use (mgd)

Discuss the feasibility of interconnecting project system with other distribution systems, or any other water source such as in the case of irrigation of golf courses, the use of STP effluent:

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16. Information on applicant's existing wells:

Well No.	Latitude/ Longitude	Well Depth (feet)	Cased Depth/ Casing Diameter (feet/inches)	Screened Interval (ft.) to (ft.)	Pump Capacity (gpm)	Date Drilled	Aquifer

17. Enclose a map showing the areas served by the applicant and any proposed increase in service area as a result of the subject well project.
18. Include Water Conservation Plan (Refer to Page 3 for Minimum Components), if required, including the following:
- a) Drought Emergency Plan (All projects in the Southeastern Pennsylvania Ground Water Protected Area and those with total system water withdrawals in excess of 1.0 mgd). A drought emergency plan shall be prepared by each person, firm, corporation or other entity withdrawing ground water for purposes of municipal or public, industrial, or commercial water supply. Such plans shall be filed with this application.
  - b) Source and Service Metering – What percent of individual water services are metered? \_\_\_\_\_. %. If not 100%, give schedule of when it will be 100%. Are all wells, surface water intakes, and interconnections metered? \_\_\_\_\_. If not, identify each unmetered well, intake and interconnection and the anticipated date of metered installation.
  - c) Leak Detection and Repair – Include information on distribution system Leak Detection and Repair.
  - d) Rate Schedule – Describe the water charging rate schedule and use classifications.
  - e) Rationing Plan – Describe the water rationing plan, including triggers and implementation schedules.

19. Well Record (Proposed Well(s)) [Complete one form for each proposed well – copy pages if needed]

Well No. \_\_\_\_\_, Geologic Formation \_\_\_\_\_

Date Drilled \_\_\_\_\_, Well Driller \_\_\_\_\_

Describe measuring reference point and indicate distance above or below ground surface  
(all depths should be measured from reference point).

Depth drilled \_\_\_\_\_ feet, Diameter \_\_\_\_\_ inches.

Casing: Minimum Diameter \_\_\_\_\_ inches, Maximum Length \_\_\_\_\_ feet.

Well Screen: \_\_\_\_\_ Top of Screen \_\_\_\_\_ feet, Bottom of Screen \_\_\_\_\_ feet.

Well Yield \_\_\_\_\_ gpm, Specify Capacity \_\_\_\_\_ gpm/feet.

Permanent Pump: \_\_\_\_\_ Type \_\_\_\_\_

Capacity \_\_\_\_\_ gpm, Intake Setting \_\_\_\_\_ feet.

Air Line Depth \_\_\_\_\_ feet, Type of metering \_\_\_\_\_

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Well No. \_\_\_\_\_, Geologic Formation \_\_\_\_\_

Date Drilled \_\_\_\_\_, Well Driller \_\_\_\_\_

Describe measuring reference point and indicate distance above or below ground surface  
(all depths should be measured from reference point).

Depth drilled \_\_\_\_\_ feet, Diameter \_\_\_\_\_ inches.

Casing: Minimum Diameter \_\_\_\_\_ inches, Maximum Length \_\_\_\_\_ feet.

Well Screen: \_\_\_\_\_ Top of Screen \_\_\_\_\_ feet, Bottom of Screen \_\_\_\_\_ feet.

Well Yield \_\_\_\_\_ gpm, Specify Capacity \_\_\_\_\_ gpm/feet.

Permanent Pump: \_\_\_\_\_ Type \_\_\_\_\_

Capacity \_\_\_\_\_ gpm, Intake Setting \_\_\_\_\_ feet.

Air Line Depth \_\_\_\_\_ feet, Type of metering \_\_\_\_\_

20. Driller's Log – Attach separate sheet describing the nature and depth interval of subsurface materials and water bearing zones encountered during drilling of each proposed well.
21. Attach map identifying all nearby wells owned by others that could be affected by pumping of the proposed well(s) and complete Question 25 for each well. (See following page for Question 25.)
22. Please submit a Final Hydrogeologic Report detailing extended pump test procedures, results and analyses. (may be waived for agricultural irrigation wells in the coastal plain aquifer)

The Final Hydrogeologic Report must include a discussion of the field procedures, a listing of all the data gathered, an analysis of the data and an evaluation of the proposed diversion on the aquifer and all other ground water and surface water users. All relevant data including water level charts, tables, graphs, etc., for the pumped well, monitoring wells, and nearby perennial stream and/or wetlands/sensitive environment sites shall be submitted. The pumping test shall be of not less than 48 hours pumping duration and at an uninterrupted, constant withdrawal rate of not less than the proposed rate. Required information to be collected includes, but is not limited to the following:

- a. Date and time of all static, pumping, and recovery water level measurements.
  - b. Record of pumping rate measured frequently throughout the test.
  - c. Sufficient static water level measurements in all wells to determine any trends in water level changes prior to beginning of pumping.
  - d. Pumping and recovery measurements in the pumped well and observation wells should be made.
  - e. Wells, sufficient to determine all possible interference, shall be monitored.
  - f. Records of precipitation, measurements or observations of nearby streamflows, and weather conditions throughout the test.
23. Attach a copy of the application submitted to the appropriate state agency (if applicable).
  24. Include chemical and bacterial analysis of the water from the proposed well(s). (Not applicable for irrigation wells).

25. Existing Nearby Wells (Complete information for each well – copy pages if needed)

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Well No. \_\_\_\_\_, Type of Use \_\_\_\_\_

Date Drilled \_\_\_\_\_, Depth drilled \_\_\_\_\_ feet, Diameter \_\_\_\_\_ inches.

Casing Diameter \_\_\_\_\_ inches, Casing Depth \_\_\_\_\_ feet.

Well Screen: \_\_\_\_\_ Top of Screen \_\_\_\_\_ feet, Bottom of Screen \_\_\_\_\_ feet.

Pump Type \_\_\_\_\_

Capacity \_\_\_\_\_ gpm, Intake Setting \_\_\_\_\_ feet.

Describe location of well on property \_\_\_\_\_

\_\_\_\_\_

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Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Well No. \_\_\_\_\_, Type of Use \_\_\_\_\_

Date Drilled \_\_\_\_\_, Depth drilled \_\_\_\_\_ feet, Diameter \_\_\_\_\_ inches.

Casing Diameter \_\_\_\_\_ inches, Casing Depth \_\_\_\_\_ feet.

Well Screen: \_\_\_\_\_ Top of Screen \_\_\_\_\_ feet, Bottom of Screen \_\_\_\_\_ feet.

Pump Type \_\_\_\_\_

Capacity \_\_\_\_\_ gpm, Intake Setting \_\_\_\_\_ feet.

Describe location of well on property \_\_\_\_\_

\_\_\_\_\_

26. Waste water disposal information:

- a. Describe the method of treatment and disposal of waste water from the project service area.

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- b. If waste water is discharged to a treatment plant, please provide

Name or Owner: \_\_\_\_\_

Location: \_\_\_\_\_

Design Capacity: \_\_\_\_\_ mgd, Current Operating Load \_\_\_\_\_ mgd

Present treatment plant efficiency: \_\_\_\_\_ %

27. Will the water withdrawn receive any treatment prior to use? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

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28. Flood Potential

Neither the pump house, well, nor ancillary equipment may be located above the natural ground surface within the 100-year floodway.

Submit a site map showing the locations of the 100-year flood plain and floodway boundaries (as indicated by the Flood Insurance Study for the project municipality) in relation to the proposed well(s) and pump houses.

If the pump house is located in the flood fringe area, submit a drawing indicating that the pump house floor is at least one foot above the 100-year flood elevation, or flood-proofed to that elevation.

If a Flood Insurance Study has not been completed for the project municipality, supply a copy of the Official Flood Hazard Boundary Map of the site and indicate the locations of the proposed well(s) and pump house.

29. Wetlands

Identify all wetlands in the vicinity of the project. No wells or related structures are to be located within a wetland. (Wetlands are defined in the Water Code, Section 2.350.1). Each application shall include a certification that the proposed project is not located within a wetland.

30. If the proposed withdrawal is part of a ground water remediation project, submit copies of any engineering studies on the nature and extent of the contamination and the proposed remediation program.

Revised 7/9/03